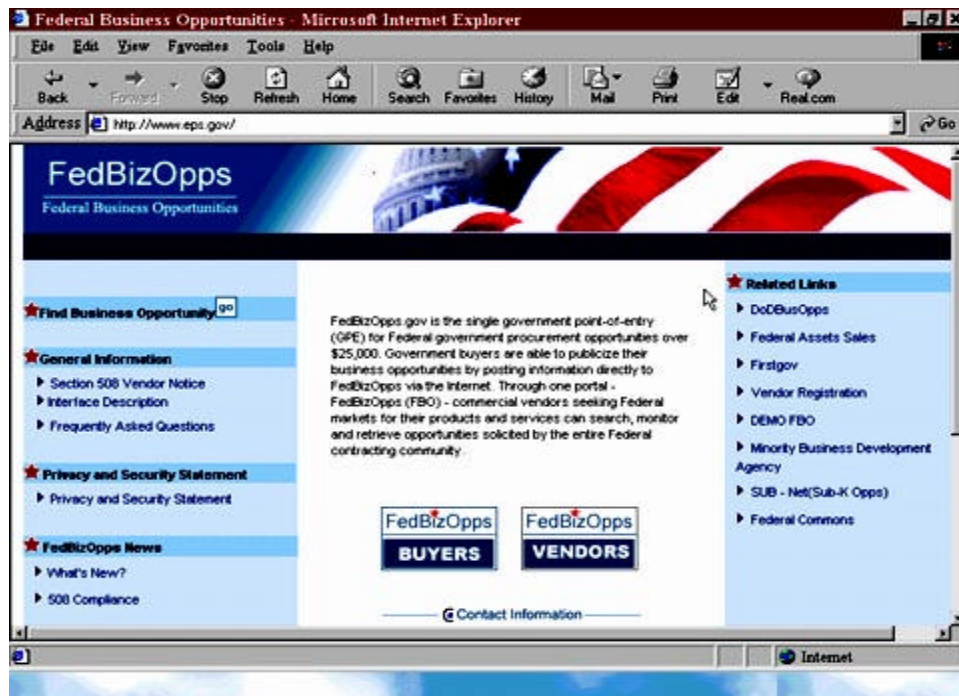


I. Introduction

FedBizOpps.gov is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.


To obtain access to the FedBizOpps System, type "**http://www.eps.gov** or **http://www.fedbizopps.gov**" in the address bar of your web browser. Then, press on the "**Enter**" key on your keyboard, and the following screen is displayed:



FedBizOpps Home Page

II. Organization

A. The FBO System consists of three main applications:

- 1) Government Buyers  /FBO for Government Buyers
- 2) Vendors  /FBO for Vendors, and
- 3) Vendor Notification Registration (see Figure 1).

The **Buyers** part of the application is for Federal contracting professionals and they are solely responsible for the content of any synopsis submitted. The Buyers portion of the system is not covered beyond this point in this document.

The **Vendors** part of the application provides the following:

1. Access to synopsis/solicitation contact information and websites with supplemental information;
2. Ability to search for synopses, modifications to synopses, solicitations, amendments to solicitations, contract awards, and related documents by Solicitation / Award Number, Dates, Place of Performance Zip Code, Set-Aside Code, Procurement Classification Code, Government agencies;
3. Access to resource information from an on-line Government procurement reference library.

The FedBizOpps System also provides an **Acquisition Notification Service**, which allows vendors sign up to receive procurement announcements from the Federal Business Opportunities (FBO). After subscribing you will receive the following announcements by email:

- Presolicitation and post-award notices and their amendments
- Notices of solicitation and solicitation amendment releases
- General procurement announcements

Three options are available:

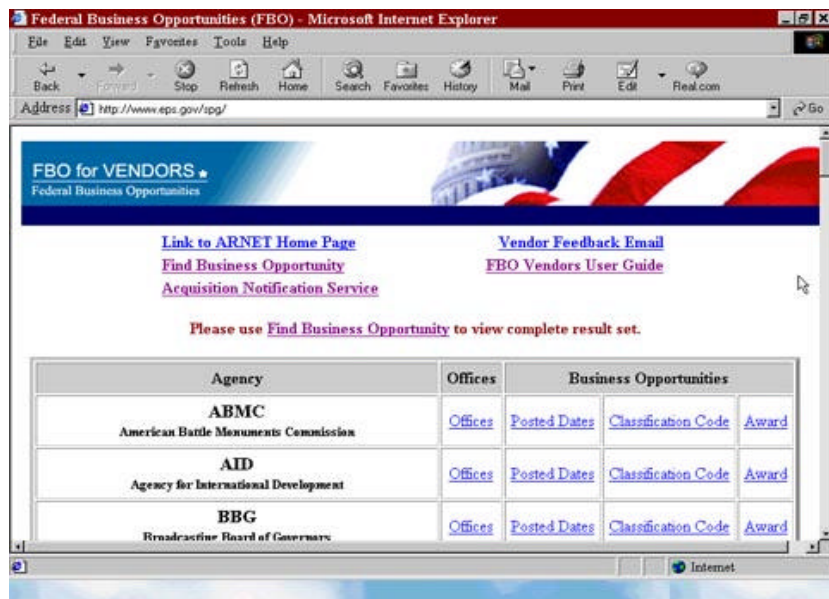
1. Register to receive all notices from solicitation number;
2. Register to receive all notices from selected organizations, classification codes, place of performance zip codes and set-aside codes;
3. Register to receive all procurement notices.

III. Using the FedBizOpps System to search for Business Opportunities

Double click on the button and



the following screen is displayed:



Option A: Find Business Opportunities Link (see Page 5)

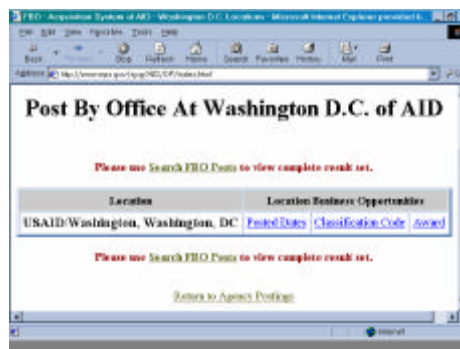
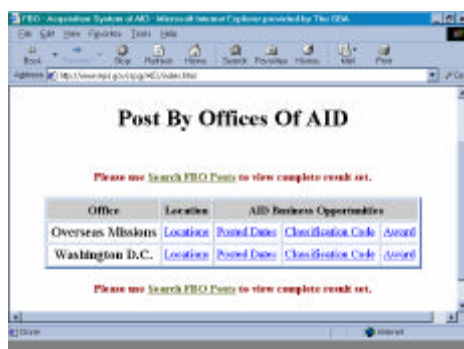
Option B: View by Office

Option C: View all Synopses and Solicitations by Posted Dates

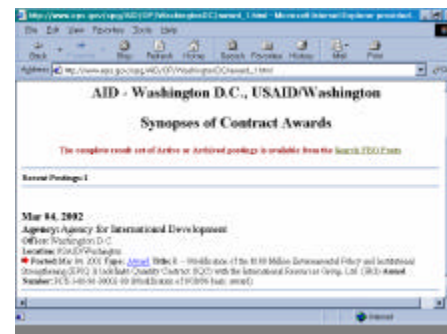
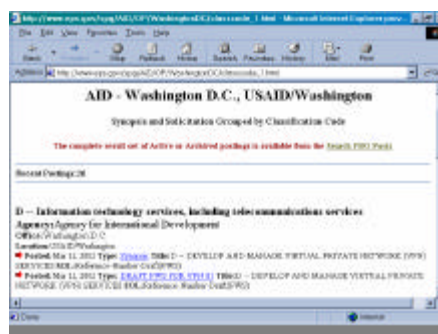
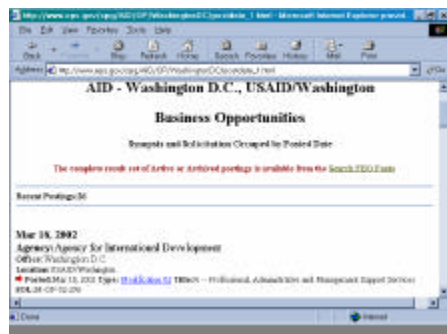
Option D: View all Synopses and Solicitations by Classification Code

Option E: View all Synopses and Solicitations by Contract Award Dates

Agency(s) Search Page




Option B: Agency(s) Search and View by Offices and Office Location



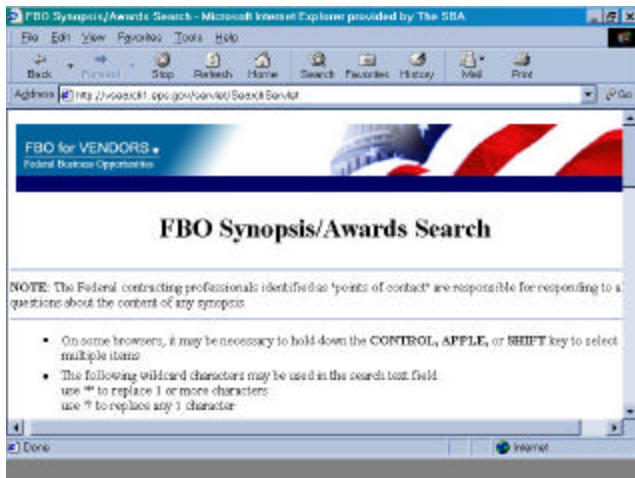
Option C: Agency(s) Search and View all Synopses/Solicitations by Posted Dates

Option D: Agency(s) Search and View all Synopses/Solicitations by Classification Code

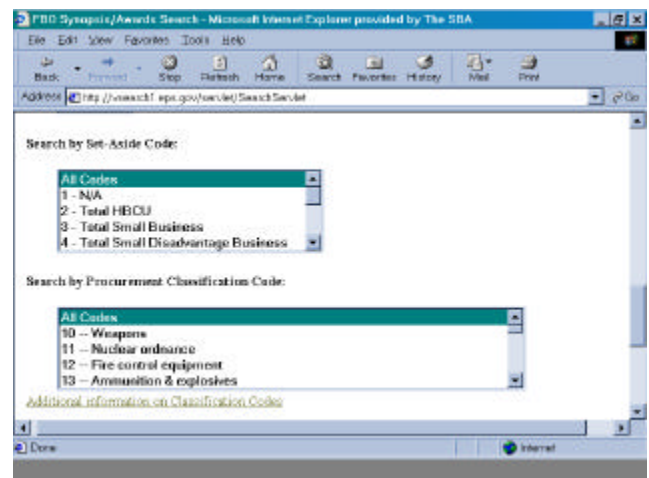
Option E: Agency(s) Search and View all Synopses/Solicitations by Contract Award Dates

or Double click on button  next to Find displayed:

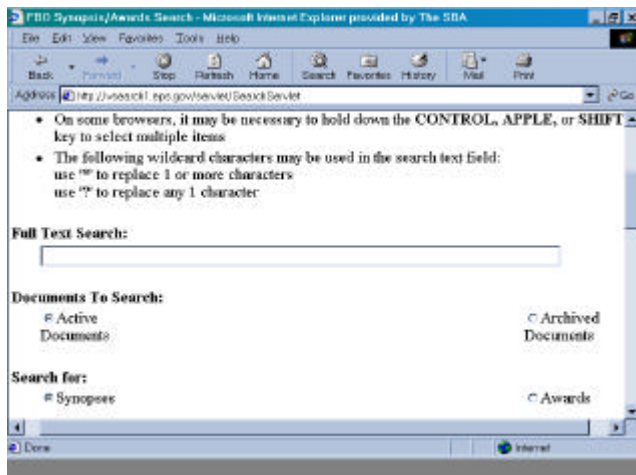
★ Business Opportunity and the following screen is



FBO Synopsis/Award Search Part 1 of 5
Top of Page Contains General Instructions



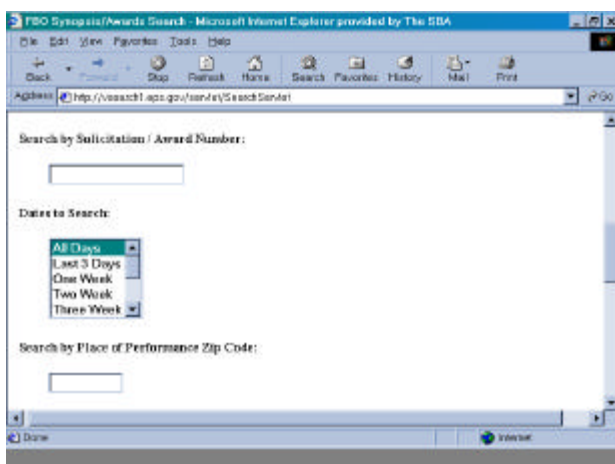
FBO Synopsis/Award Search Part 4 of 5
Search/View by Set-Aside Code/Procurement Classification Code



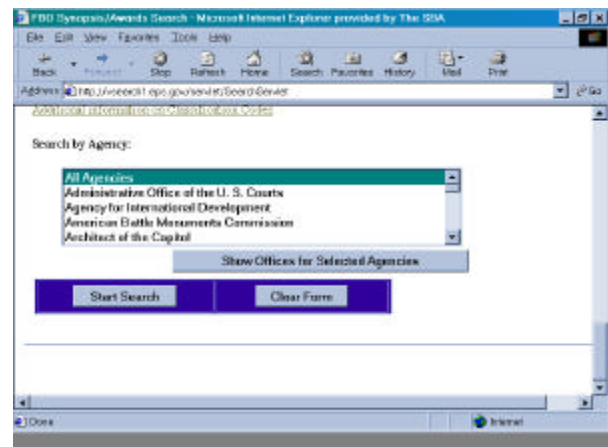
The FBO System provides keyword search capability to obtain access to documents. You may use the following wildcard characters in the search text field:

- a) Use "*" to replace one or more characters;
- b) Use "?" to replace any one character.

FBO Synopsis/Award Search Part 2 of 5
Full Text Search



FBO Synopsis/Award Search Part 3 of 5
Search/View by Solicitation / Award Number /
Place of Performance Zip Code



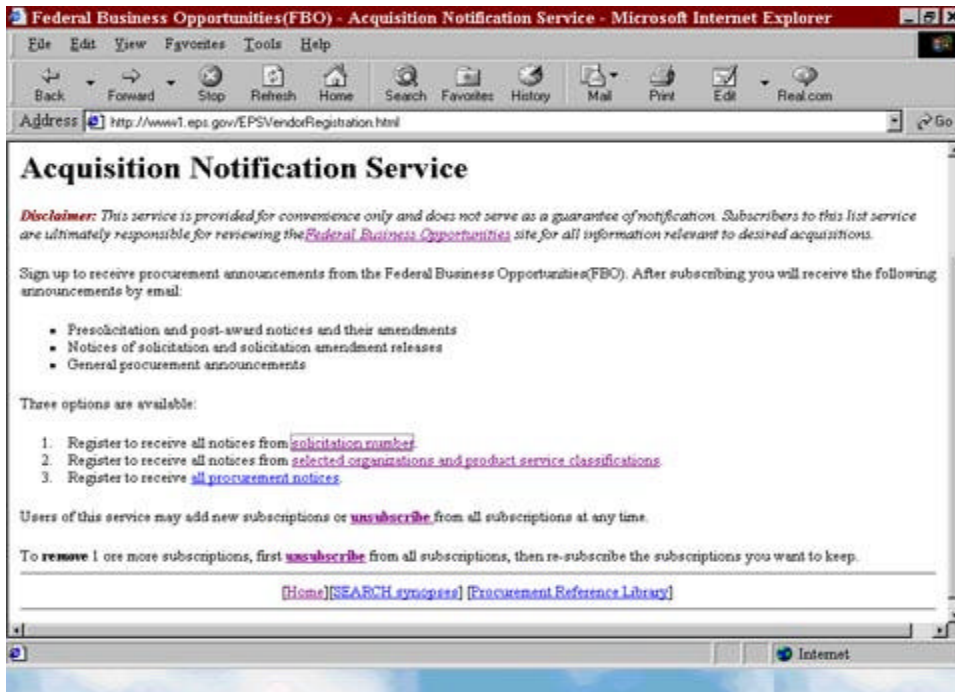
FBO Synopsis/Award Search Part 5 of 5
Search/View by Agency

IV. Using the Acquisition Notification Service

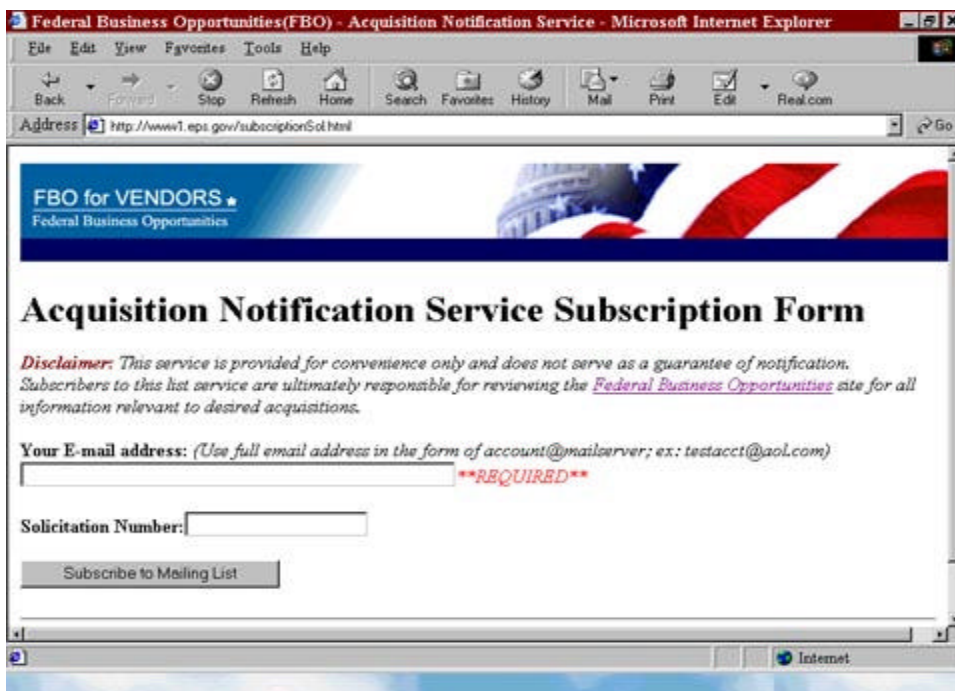
Disclaimer: This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the Federal Business Opportunities site for all information relevant to desired acquisitions.

A. Subscribing

From the FedBizOpps Home Page, click on the " **Vendor Registration**" link. A screen is displayed that looks like this:



Register to automatically receive (via E-mail) solicitation information by solicitation number, selected organizations and product service classifications or all procurement notices by clicking on its link.



Option 1: To receive all notices on a solicitation number, click on Option 1, " **Register to receive all notices from solicitation number.** " link.

Input your e-mail address
Enter solicitation number in the space provided

Click on the " **Subscribe to Mailing List**" button

Federal Business Opportunities(FBO) - Acquisition Notification Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address <http://www1.epa.gov/service/VendorReg> Go

Acquisition Notification Service Subscription Form

***Disclaimer:** This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the [Federal Business Opportunities](#) site for all information relevant to desired acquisitions.*

Your E-mail address: (Use full email address in the form of account@mailserver; ex: testacct@aol.com)

****Required****

Notes On some browsers, it may be necessary to hold down the **CONTROL**, **APPLE**, or **SHIFT** key to select (Please choose all that apply)

Select Procurement Classification Code:

All Classcodes
 10 - Weapons
 11 - Nuclear ordnance
 12 - Fire control equipment
 13 - Ammunition & explosives

[Additional information on Classification Codes](#)

Internet

Option 2: To receive all notices from selected organizations, product service classifications, Set Aside Type or Place of Performance zip code, " **Register to receive all notices from selected organizations and product service classifications.** " link.

Input the e-mail address
Enter Classification Code(s), Selected Organizations, Set-Aside Type or Place of Performance Zip Code.
Click on the "**Subscribe to Mailing List**" button

Federal Business Opportunities (FBO) - Acquisition Notification Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address <http://www1.epa.gov/subscriptionAll.html> Go

FBO for VENDORS
Federal Business Opportunities

Acquisition Notification Service Subscription Form

***Warning:** You are about to register to receive ALL procurement notifications. Be advised that this will result in the transmission of over 600 mail messages per month. If this is not what you intended, please register for specific notifications rather than ALL notifications.*

***Disclaimer:** This service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this list service are ultimately responsible for reviewing the [Federal Business Opportunities](#) site for all information relevant to desired acquisitions.*

Your E-mail address: (Use full email address in the form of account@mailserver; ex: testacct@aol.com)

****REQUIRED****

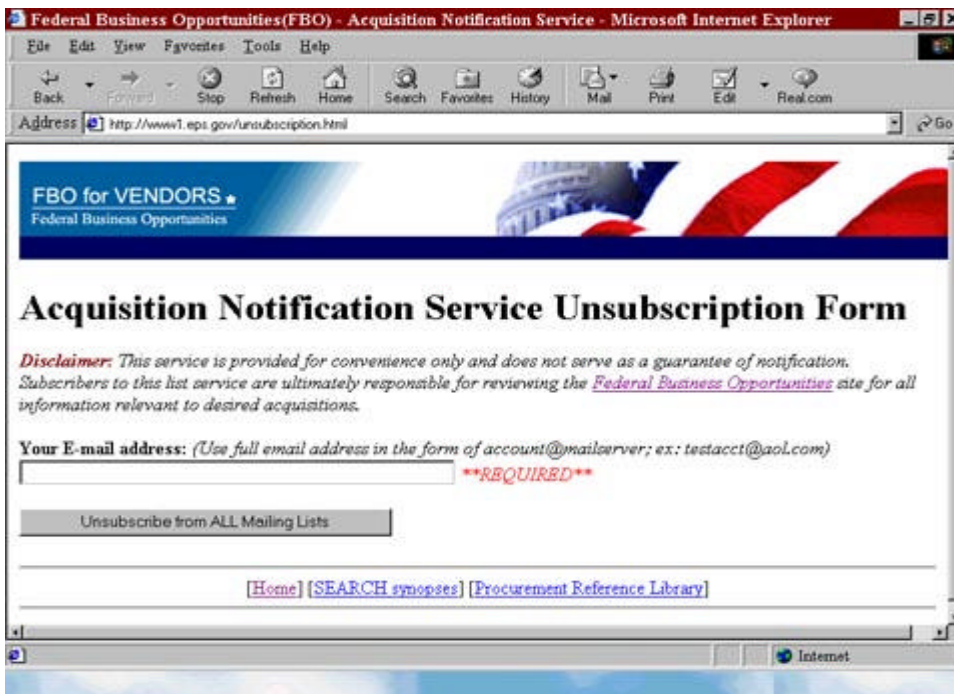
[\[Home\]](#) [\[SEARCH synopsis\]](#) [\[Procurement Reference Library\]](#)

Internet

Option 3: To receive all notices from selected organizations, product service classifications, Set Aside Type or Place of Performance zip code, " **Register to receive all procurement notices.** " link.

Input the e-mail address
Click on the "**Subscribe to Mailing List**" button

B. Canceling a Subscription:



Click on the **"unsubscribe"** link.

Input the e-mail address
Click on the **"Unsubscribe from All Mailing Lists"** button

Vendor -- Frequently Asked Questions:

1. How can I obtain a password?

Vendors do not need a user ID or password to access the system. Only Government Buyers (i.e., federal personnel authorized to post procurement solicitations for their agency) require User ID's and passwords.

2. Why can't I find this posting, it was here before?

The posting may have been deleted but more likely it was archived. To find an archived posting:

- Start at <http://www.fedbizopps.gov/>
- Click on "FBO for vendors"
- Click on "Search FBO Posts"
- Switch the "documents to search" from active to archived
- Proceed to search for the solicitation number.

3. Why can't I find this solicitation, the contracting officer just posted it?

This will occur if the files cannot yet be viewed. A link to a particular document may be visible before the document is actually available. This is due to the time needed for the file generation of the uploaded information and the replication of our two servers.

4. What are Procurement Classification Codes?

In this system, procurements are classified by Federal Supply Codes/Product Services Codes.

The following site has excellent information on the content of the procurement classification codes:

<http://www.thertg.com/secrc/fsc-codes/fsc.html>

Remember that the contracting official has final authority on which procurement classification code the solicitation will use. It can be useful to search on as many different classification codes as could possibly be related to your area of interest.

5. Why can't I open files?

If you receive an "open" error or are asked to convert the files, you may need a document viewer, such as, Acrobat (.pdf files) or WinZip (.zip files). FedBizOpps contains a link to a documents viewers list. This link is located on each page with attached documents:

<http://www.fedbizopps.gov/DocViewers.html>

If the file type is not on this list, please contact the solicitation POC.

6. How do I find a solicitation without the solicitation number?

FBO provides two ways to find solicitations - the drill down via the list of agencies or via the field search. To locate a specific solicitation without the solicitation number you need to search other unique attributes of that solicitation. This could include a combination of: Agency, office, posted date, procurement classification code, and/or archived versus active status.

When you have as much information as possible you will want to search for the solicitation by:

- Start at <http://www.fedbizopps.gov/>
- Click on "FBO for vendors"
- Initiate drill down through your target agency OR
- Click on "Search FBO Posts"
- Specify all the information you have available
- Proceed to search for the solicitation by clicking the "start search".

7. How do I register to have notifications sent to me?

From the FedBizOpps home page, click on "Notification Registration". This takes the user to the Acquisition Notification Service main page. Click on the subscription option desired and follow the instructions.

8. Why do I get the message "File Not Found" when I try to open up a particular document within a solicitation?

Often, the file cannot be found because there is a special character in the filename for the document. The contracting officer will need to change the name of the file and re-load it. Clicking on the 'All Files' option and using a program like WinZip can often open these files.

9. How can I find business opportunities for the NAICS code that represents my business product or service?

First, you may want to validate your NAICS code selection at an internet reference site, such as, <http://www.naics.com/> or <http://www.census.gov/epcd/www/naics.html>. Once you have selected the 6-digit NAICS code that best represents your business product or service, you can use the valid code as a keyword in the FBO full-text search window to locate FBO opportunities for that code. Some examples of variations of valid 6-digit NAICS code searches are: 233220, 233*** (grouped search), 233220 OR 234990 (multiple search). Note that, if an NAICS code is specified for a given opportunity, you will normally find it in the description text of the presolicitation notice (synopsis). Caution: Ensure that the NAICS code you submit for search is valid. Refer any questions regarding the NAICS code and other synopsis content to the point of contact (POC) in the synopsis.